HEALTH BENEFITS E-NEWS

Department of Human Resource Management
Office of Health Benefits

December 10, 2018

Affordable Care Act (ACA) Reporting Update: Second Deadline for Calendar Year 2018

Deadline 2:   Second BES ACA Reconciliation Due By December 18, 2018

The second BES ACA Reconciliation Report includes records associated with your group for the period January – December, and is available in your HuRMan folder. It includes changes or additions submitted from the first ACA reconciliation.

- Your FTP folder is available to all of your group contacts. The How to Access HurMan document provides login assistance.

- When you review the report, make sure it reflects an accurate FEIN, SSN, Class Code and Offer Code for each participant associated with your group during the calendar year 2018. Remember, all participants need to have a record showing they were waived or enrolled in non-Medicare coverage offered by your group. ACA reporting does not include months in which a participant is enrolled in a Medicare plan.

- You will find the BES ACA Reconciliation Report Codes and Samples document helpful in understanding the codes used on this report.

- When you find a record is not accurate or missing from the report, submit the ACA Reconciliation Form so BES can be updated.

- If the reconciliation report is correct, there is no action necessary except to complete the online ACA Certification by the deadline as explained below.

Deadline 3:   Online ACA Certification Due by January 4, 2019

The annual, online ACA Certification will be available later this month. Exact dates will be announced in a future communication. This certification requires that you verify employer information and enter the number of full-time employees by FEIN for each month of 2018 using the ACA definitions published by IRS. You may use this link for IRS guidance:

https://www.irs.gov/affordable-care-act/employers/determining-if-an-employer-is-an-applicable-large-employer.

Things you can do to manage ACA information in BES throughout the year:

- Be sure to collect an enrollment form from all new hires that are eligible for coverage – those that choose to waive coverage and those that choose to enroll. Be sure it includes the hire date and classification. The hire date is used to create the WP record.

- Be sure to term records for employees that waived coverage when they are no longer eligible for coverage.

- Review the reports posted to your FTP folder on HuRMan to be sure information in BES is accurate.

- **BES Enrollment Reports**: Available on the 3rd, 10th, 17th and 24th of each month. One report shows participants and the other shows corresponding covered dependents entered in BES for your group.

  The reports posted on the 3rd, 10th, and 17th show records effective the first of that month. The report posted on the 24th shows records effective the first of the next month. For example, the reports posted on September 3rd, 10th, and 17th show records effective September 1 and the report posted on September 24th shows records effective October 1.

- **BES Exception Report:** Available on the 3rd of each month. This report shows discrepancies found in BES that need attention.

  For example, records with system-generated social security numbers (SSNs) that require follow-up are on this report. A Numbered Memo dated September 14, 2015 provides information on documenting your attempts to collect a valid SSN or Taxpayer Identification Number (TIN).

Thank you for your attention and assistance in this major ACA reporting requirement. If you have questions, please contact ohb@dhrm.virginia.gov .

SmartShopper **Registration E-Mail for Distribution to Employees**

We are sending Benefits Administrators another follow-up email to remind employees about the new *VITALS Smart Shopper* program. Simply open the attached Word document and then copy, paste and forward to employees at your agency. Thank you!

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.